

| REPORTS INVENTORY  |             |   |                  |   |                 | CONTROL NO.   |                                |
|--|-------------|---|------------------|---|-----------------|---|--------------------------------|
| PREPARE IN DUPLICATE   |             |   |                  |   |                 | IDSS-6 SD 103.22  |                                |
| 1. TITLE OF REPORT (if a fill-in report include Form No.)<br>REPORT OF RECORDS HOLDINGS IN LOG OFFICES FY 1970   |             |   |                  |   |                 | 2. TYPE OF REPORT<br><input checked="" type="checkbox"/> STATISTICAL<br><input type="checkbox"/> NARRATIVE<br><input type="checkbox"/> MACHINE-NAME LISTING |                                |
| 3. FUNCTIONAL AREA   |             | <input checked="" type="checkbox"/> PERSONNEL<br><input type="checkbox"/> LOGISTICS<br><input type="checkbox"/> MEDICAL       |                  | <input type="checkbox"/> TRAINING<br><input type="checkbox"/> SECURITY<br><input type="checkbox"/> FINANCE                    |                 | ADMIN. GENERAL<br>OTHER (specify)   |                                |
| 4. NO. OF COPIES PREPARED<br>2   |             | 5. FREQUENCY (weekly, monthly, quarterly, etc.)<br>Yearly   |                  | 6. DISTRIBUTION (No. of components not number of copies)<br>2   |                 |   |                                |
| 7. FORMAT (memorandum, form, computer print-out, etc)<br>Form  |             | 8. ADP PROCESSING<br><input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br>IF YES GIVE ADP PROCESSING NO. |                  | 9. DIRECTIVE AUTHORITY REQUIRING REPORT   |                 |   |                                |
| 10. PREPARING COMPONENT (include lowest level contributing information to report)<br>OI/SD/SMB/IDSS  |             |   |                  | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |                 |   |                                |
| 12. COST FACTORS   |             |   |                  |   |                 |   |                                |
| A. MANUAL PREPARATION AND REVIEW COSTS   |             |   |                  |   |                 |   |                                |
| GRADE  | HOURLY RATE | <input checked="" type="checkbox"/>   | HOURS PER REPORT | =   | COST PER REPORT | <input checked="" type="checkbox"/>   | TIMES PREPARED = COST PER YEAR |
| GS 08  | 4.31        |   | 2                | =   | 8.62            |   | 1 8.62                         |
| B. COSTS OF COMPUTER PRODUCED REPORTS  |             |   |                  |   |                 |   |                                |
| TOTAL COSTS PER YEAR   |             |   |                  |   |                 | 8.62  |                                |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.          |             |   |                  |   |                 |   |                                |
| 14. FUTURE GOALS   |             |   |                  |   |                 |   |                                |
| 15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT<br><input type="checkbox"/> RETAIN AS IS<br><input type="checkbox"/> CHANGE<br><input type="checkbox"/> DISCONTINUE<br><input type="checkbox"/> OTHER (explain) |             |   |                  |   |                 | ESTIMATED SAVINGS<br>MAN-HOURS DOLLARS  |                                |
| 16. DATE OF INVENTORY<br>6 October 1970  |             | 17. NAME OF PERSON FURNISHING INFORMATION<br>A/Chief, IDSS/SMB/SD/OI  |                  |   |                 | 18. EXTENSION<br>STA  |                                |